



# VACANCY ANNOUNCEMENT

## THE USAID MISSION IN SAN SALVADOR

No. 15-013A

### Secretary

Position Vacancy

Date:  
12/10/15

**OPEN TO:** All Interested Candidates

**POSITION:** Secretary FSN-6

**OPENING DATE:** December 10, 2015

**CLOSING DATE:** December 23, 2015

**WORK HOURS:** Full time; 40 hrs. Workweek

**SALARY:** \*Ordinarily Resident (OR): Position Grade FSN-6, Salary range from \$13,033.00 to \$20,013.00 (Basic Rate + Allowances)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The Agency for International Development in San Salvador is seeking one individual for the Secretary position in the Economic Growth Office.

#### **BASIC FUNCTION OF THE POSITION**

The Secretary is located in the Economic Growth Office (EG), and serves as the administrative support person for the Deputy Office Chief and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective.

The Secretary is the contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In addition to the Deputy Office Director, she provides administrative support to the bilateral and regional programs and the technical staff in the office.

A complete position description listing all duties and responsibilities follows.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

## **% OF TIME**

### **A. Secretarial Duties**

**60%**

1. The Secretary receives and places phone calls, sends and receives E-mail, sets up meetings and makes appointments at the request of the supervisor, bilateral and regional technical staff, assessment teams and temporary assigned personnel (TDYers) with Mission, GOES, donor, IP, NGO, private-sector, and other contacts. The incumbent provides background information from the files prior the meetings, reschedules meetings as required, often on own initiative based on knowledge of priorities, and if required, attends meetings to record the proceedings, to take minutes or to assist with presentation materials. The Secretary maintains the office staff calendar, reminding the supervisor and other technical staff of meetings and appointments. The Secretary takes messages in the absence of the Deputy Economic Growth Officer and other staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them. Maintains conference room schedules, in coordination with the Secretary to the Mission Director/Deputy Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room space as required.

2. In close coordination with the bilateral and regional Program Management Assistant, establishes and maintains official office files and records in accordance with appropriate USAID rules and regulations. Maintains administrative control of all incoming and outgoing correspondence in the office as required. Maintains an orderly and complete filing system, retiring all files as appropriate to the EXO warehouse.

3. Arranges transportation as needed for the meetings outside the Embassy compound by submitting transportation requests to the Embassy Motor Pool. The incumbent also arranges for transportation for supervisor and project managers for international trips, makes travel reservations with the Travel Agency, prepares travel requests, makes hotel reservations and other logistics for the Economic Growth staff; and upon return of official trips, prepares travel vouchers. Submits country clearance information for approval and drafts country clearance responses (ECC) thru the electronic system.

### **B. Administrative Duties**

**30%**

4. In the absence of the head secretary, incumbent will be the backup and will be responsible for all duties and responsibilities including time and attendance proper submission. Responsible for entering work orders for the Economic Growth Office for office supplies, property, facilities and maintenance of office equipment, whenever required.

5. Arranges for any specific seminar, workshop and/or training required by Economic Growth Office and/or contractors/grantees by providing logistics support for events in El Salvador or in any of the Central American countries.

6. The Secretary uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proofing for format and consistency with standard formatting requirements, prior to submitting for signature. As required, the Secretary locates documents routed for clearance, and obtains and tracks clearances and signatures. Provides translation services whenever required.

### **C. Other Duties**

**10%**

7. Enter on quarterly basis the data on people trained to the USAID TRAINET system.

## QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Post-secondary schooling in Secretarial Science, Business Administration or other useful field is required.
2. **EXPERIENCE:** Two or more years of secretarial and administrative experience with an international organization, governmental and private sector, NGO is required. This experience includes drafting letters, receiving of correspondence, translating documents, and file maintenance, etc.
3. **LANGUAGE:**  
Level IV (fluent) in English oral/written is required.  
Level IV (fluent) in Spanish oral/written is required.
4. **KNOWLEDGE:** Should be familiar with, or able to quickly become familiar with, USAID Economic Growth Office responsibilities and activities, as well as possess a general knowledge of standard office procedures and practices. Should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.
5. **SKILLS AND ABILITIES:** Must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as required. Must be proficient in using the Internet and E-mail.

## SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); <http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

## SUBMIT APPLICATION TO

Executive Office  
USAID / El Salvador  
PER e-mail:

**[ssvacancies@usaid.gov](mailto:ssvacancies@usaid.gov)**

*Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.*

## DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: December 23, 2015**

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID / EXO



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